The Hall

Job Description

Job Title:	Head of Estates
Reports to:	Head
Full Time/ Part Time:	Full time
Weeks worked:	All Year Round (AYR)
Role Summary:	Working closely with the Head to ensure high quality delivery of services including: premises, facilities, security, health & safety, catering, cleaning, transport and external use of the facilities including lettings.
Professional duties:	You are expected to act in accordance with the aims, policies and administrative procedures of the School

The Hall is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Main Duties and Responsibilities:

Estate Development

- Work with the Head in the development of the facilities of the school
- Liaise as appropriate with the project managers and design team during all stages of a development project
- Have oversight of any construction that is taking place at the school and work with the Head and Senior Leadership Team in ensure the smooth functioning of the school

Catering, Facilities and Estates Management

- Appoint relevant service providers (such as utilities etc.) through discussion with the Head and consultation with other relevant members of staff
- Oversee the work of the Facilities Manager to implement a strategic maintenance / refurbishment plan

- Ensure cleaning services are delivered to a high standard and in accordance with the School's cleaning arrangements; includes monitoring staff timekeeping and provision of training, and compliance with all relevant legislation, including COSHH
- Ensure security of all school premises in conjunction with the Facilities Manager and Caretaker, including during all holiday periods
- Have strategic oversight of the functioning and maintenance of the School Playing Fields liaising closely with the Director of Sports and Wilf Slack Caretaker.
- Have oversight of the School transport requirements, managing the school transport fleet

Health and Safety Duties

- The Head of Estates has overall responsibility for Health & Safety overseeing the School's health and safety strategy and obligations to ensure delivery of Health & Safety plans and actions across all school sites
- Report to the Health and Safety Committee and provide leadership and advice to the whole school on Health & Safety matters including;
    - determining suitable procedures and ensuring compliance with such requirements including the School Health & Safety Policy
    - ensuring appropriate risk assessments are completed
- Liaise with the appropriate staff to help ensure accidents and incidents are properly recorded and steps are taken to address any issues identified
- Ensure the School has effective risk assessment and risk management processes, including a risk register, emergency evacuation procedures and a crisis management plan, in place at all times
- Ensure compliance and statutory requirements affecting the School are met, including oversight of such compliance as required by the ISI and all Health & Safety matters
- Maintain appropriate records of and review asbestos and legionella regular checks
- Liaise with relevant members staff (SLT, SST etc.) to ensure an up-to-date fire risk assessment is in place and that appropriate fire safety measures are taken, including provision and testing of fire extinguishers, testing of fire alarms call points and smoke detectors, that regular fire evacuations take place and visual inspection of premises are completed

Commercial Activities

- Maximise income from lettings of the facilities along with the development of extended services
- Ensure School events and external lettings are appropriately managed including planning security, caretaking, catering (if applicable) and cleaning requirements.
- Liaise with the appropriate staff to ensure that events run smoothly and safely and meet the requirements of the event organiser
- Agree rates for lettings and raising invoices for such in a timely manner

Staff Management and Finance

- Manage any budgets delegated from the Bursar and monitor budgets related to agreed areas
- Sign Purchase Ledger and other electronic payments / cheques to an agreed amount in the Bursar's absence and/or as required
- Regular contact meetings with direct reports: Caretakers, Cleaners and Facilities Manager
- Manage staff accommodation and ensuring that the appropriate licences to occupy are signed by the tenants
- Provision of suitable training for Operation Department professional services staff
- Monitor and approve annual leave for Operation Department professional services staff

General

- Community liaison regarding parking/traffic issues
- Develop a School plant and equipment inventory and maintain.
- Ensure that the School's Disability Access statements are reviewed and updated, with appropriate actions undertaken to maintain compliance with statutory requirements
- Ensure that the agreed policies assigned to the Head of Estates by the Head are reviewed and updated regularly
- Attend all such meetings, internal and Governors, as required

As a term of your employment, from time to time, you may be required to perform duties of a similar or related nature to those outlined in this job description.
Responsibilities may be direct, joint or through devolved structures, but always in accordance with whole school policies. These details may be amended at any time by agreement, but in any case will be reviewed through the appraisal process.

All members of staff are required to promote and safeguard the welfare of children they are responsible for or come into contact with and to adhere to and ensure compliance with the school's Child Protection procedures and staff guidance at all times. If, in the course of carrying out the duties of the post, a member of staff becomes aware of any actual or potential risks to the safety and welfare of children in the school s/he must report any concerns to one of the designated Child Protection officers or to the Head/Head of the Junior School.

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Person Specification			
	Essential ***These are qualities without which the Applicant could not be appointed***	**Desirable** ***Extra qualities which can be used to differentiate applicants***	**Method of assessment**
Qualifications		• A degree or equivalent qualification in estate or operations management or related discipline • NEBOSH certificate or equivalent health and safety qualification or be prepared to study to obtain this qualification	*Certificates*
Experience	• Significant experience of estate/operations management • Project management experience • Previous experience of managing minor capital works from start to finish • Experience of managing a multi-disciplinary team including the performance of others • Experience of managing budgets • Risk Assessment experience/qualification	• Experience of working in the education sector	*Application form and references*

Skills	• Excellent problem solving skills with an ability to work autonomously to resolve issues • Time management skills and experience of managing a varied workload with the minimum of supervision and direction • Good working knowledge of MS Office packages • Excellent oral and written communication		*Application form, references & interview*
Knowledge	• Sound knowledge of health and safety regulations as they relate to premises and buildings including Legionella Management, Asbestos Management, Electrical Condition Reports, Fire Risk Management, Manual Handling COSHH etc. • Appreciation of the ethos of an independent boys' day school		*Application Form & Interview*
Personal competencies and qualities	• Excellent interpersonal skills with the ability to deal with a variety of people at all levels in a courteous and professional manner • Calmness under pressure • Resilience, commitment and confidence		*Application form, references & interview*